

U.S. House of Representatives
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Name of Traveler: Christine Riffle
2. a. Name of accompanying relative: N/a *or* None ☐
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates of departure and return: Departure: August 19 Return: August 22
b. Dates at personal expense (if any): _____ *or* None ☒
4. Departure city: Washington DC Destination: Albany, NY Return city: Washington, DC
5. Sponsor(s) (who paid for the trip): Foundation for Rural Service
6. Describe meetings and events attended: _____
Tour of Middleburgh Tel., tour of Margaretville Tel., dinner with local officials, tour with Olympic Regional Dev. Authority, tour of IortINOC Albany, tour of Delhi Telephone and SUNY-Delhi, tour of Baseball Hall of Fame broadband-enabled archives, educational sessions on the bus, tour of Chazy & Westport communications, tour of two local hospitals to see telemedicine demonstrations.
7. Attached to this form are EACH of the following (*signify that each item is attached by checking the corresponding box*):
a. ☒ a completed Sponsor Post-Travel Disclosure Form;
b. ☒ the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
c. ☒ page 2 of the completed Traveler Form submitted by the employee; *and*
d. ☒ the letter from the Committee on Ethics approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (*Signify that statement is true by checking box*): ☒
b. If not, explain: _____

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: Christine Riffle DATE: 8/27/14

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Cynthia M. Lummis DATE: 8.27.14

SIGNATURE OF SUPERVISING MEMBER: Cynthia M. Lummis

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

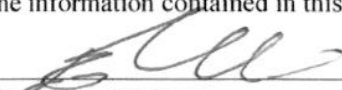
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- Sponsor(s) (who paid for the trip): Foundation for Rural Service
- Travel Destination(s): Rural Upstate New York (Albany, Delhi, Margaretville, Roxbury, Lake Placid, Westport)
- Date of Departure: August 19, 2014 Date of Return: August 22, 2014
- Name(s) of Traveler(s): Arthur Tripp, Joe Lillis, Lindsay Yates, Ashley Baker, Alex Hutkin, Christine Riffle
(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)
- Actual amount of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler	\$208 flight \$285 pp for charter bus	\$385/3 nights <input checked="" type="checkbox"/>	\$185/3 day: <input checked="" type="checkbox"/>	N/a
Accompanying Relative	N/a	N/a	N/a	N/a

- All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box): ☒

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Elizabeth R. Crocker

Title: Executive Director

Organization: Foundation for Rural Service

I am an officer of the above-named organization (signify statement is true by checking box): ☒

Address: Foundation for Rural Service

4121 Wilson Boulevard, Arlington, VA 22203

Telephone number: (703) 351-2044

Email Address: ecrocker@frs.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Christine C. Riffle

**NOTE: Willful or knowing misrepresentations on this form
may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Christine C. Riffle

Name of signatory (if other than traveler): Christine C. Riffle

For staff, name of employing Member or committee: Rep. Cynthia M. Lummis

Office address: 113 Cannon House Office Building

Telephone number: 202-225-2311

Email address of contact person: christine.riffle@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

**U.S. House of Representatives
Committee on Ethics**

TRAVELER FORM

1. Name of Traveler: Christine C. Riffle
2. Sponsor(s) (who will be paying for the trip): Foundation for Rural Service
3. Travel destination(s): Rural upstate NY (via Albany)
4. a. Date of departure August 19 Date of return: August 22
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes ☒ No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☒ No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: ☒ Yes ☐ No
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
As Legislative Assistant, I handle telecommunications issues for Rep. Lummis. Wyoming is a very rural state, so this trip will expand my knowledge of rural broadband and telecom issues.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? ☐ Yes ☒ No


10. **FOR STAFF TRAVELERS:**

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 7/17/14


Signature of Employing Member

**U.S. House of Representatives
Committee on Ethics**

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): _____
Foundation for Rural Service (501c3 non profit) _____
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box): ☒
3. Check only one: I represent that:
 - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip ☒ or
 - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds ☐ or
 - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. ☐If "c" is checked, list the names of the additional sponsors: _____
4. Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
We invited a targeted list of House Telecom staffers, who have an interest in rural issues, telemedicine, or general broadband and technology issues.
5. Is travel being offered to an accompanying relative of the House invitee(s)? ☐ Yes ☒ No
6. Date of departure: August 19, 2014 Date of return: August 22, 2014
7. a. City of departure: Washington, DC (DCA)
b. Destination(s): Albany, NY (with a 3 day driving tour of rural upstate rural NY)
c. City of return: Washington DC, DCA
8. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
9. Check one of the following:
 - a. I checked 8(a) or (b) above: ☒
 - b. I checked 8(c) above but am not offering any lodging: ☐
 - c. I checked 8(c) above and am offering lodging and meals for one night: ☐ or
 - d. I checked 8(c) above and am offering lodging and meals for two nights: ☐If "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees) (indicate agenda is attached by checking box): ☒
11. Check one:
- I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (signify that the statement is true by checking box): ☒ or
 - N/A – trip sponsor is a U.S. institution of higher education. ☐
12. For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:
- The Foundation for Rural Service is the sole sponsor and will plan all lodging, meals and travel, as well as incur all expenses for the trip. The Foundation's mission is to sustain and enhance quality of life in rural America, by advancing an understanding of rural telecom issues.
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13. Answer parts a and b. Answer part c if necessary.
- Mode of travel: Air ☒ Rail ☐ Bus ☒ Car ☐ Other ☐ (Specify: _____)
 - Class of travel: Coach ☒ Business ☐ First ☐ Charter ☐ Other ☐ (Specify: _____)
 - If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
-
-
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged specifically *with regard* to congressional participation: ☒
- If "b" is checked:
- Detail the cost per day of meals (approximate cost may be provided): _____
Approximately \$56/day
 - Provide reason for selecting the location of the event or trip: _____
Rural NY is easily accessible to Washington and very cost effective but also highlights a wide variety of geographic challenges and many highly rural communities that have a crucial need for broadband technology.
-
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel name: Roxbury Motel City: Roxbury, NY Cost per night: \$111
Reason(s) for selecting: Only hotel within 20 mile radius of site visits that would give us a govt rate
- Hotel name: Hampton Inn & Suites City: Lake Placid Cost per night: \$169
Reason(s) for selecting: Location and able to give govt rate, plus included breakfast
- Hotel name: 74 State City: Albany, NY Cost per night: \$111
Reason(s) for selecting: Location near Albany NOC and airport, plus govt rate and included breakfast

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box): ☒

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$800 (app. \$250 for flights and \$340/pp bus)	\$391 for 3 hotels	\$168 max
For each accompanying relative			

	<i>Other</i> Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	n/a	
For each accompanying relative	n/a	

**NOTE: Willful or knowing misrepresentations on this form
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19. Check one:

- a. I certify that I am an officer of the organization listed below. ☒ or
b. N/A – sponsor is an individual or a U.S. institution of higher education. ☐

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip. ☒

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Elizabeth R. Crocker

Name: Elizabeth R. Crocker

Title: Executive Director

Organization: Foundation for Rural Service

Address: 4121 Wilson Boulevard, Arlington, VA 22203

Telephone number: Office (703) 351-2044 Cell (703) 655-4114

Email address: ecrocker@frs.org; foundation@frs.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

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Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
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ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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1015 Longworth House Office Building
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Telephone: (202) 225-7103
Facsimile: (202) 225-7392

July 25, 2014

Ms. Christine Riffle
Office of the Honorable Cynthia M. Lummis
113 Cannon House Office Building
Washington, DC 20515

Dear Ms. Riffle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Albany, New York, scheduled for August 19 to 22, 2014, sponsored by the Foundation for Rural Service.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

K. Michael Conaway
Chairman

Linda T. Sánchez
Ranking Member

KMC/LTS:wfs



**Foundation for Rural Service
Itinerary for Capitol Hill Staff Visits
to Rural Telecom Providers in Upstate New York
August 19-22, 2014**

The Foundation for Rural Service is a 501(c)(3) nonprofit dedicated to enhancing quality of life in rural America by promoting a better understanding of rural telecommunications issues and helping rural communities to grow and thrive.

The purpose of this trip is to educate congressional and government staff on the geographic and financial challenges of providing robust broadband service to remote rural areas, as well as to highlight the role rural telecom companies play in providing these essential services that support education, health, and public safety. Attendees will visit several rural telecommunications companies, visit rural communities that have been enhanced by broadband applications and watch construction and deployment of broadband in various areas. Drive times across upstate New York will give staff an opportunity to provide educational sessions on the bus, as well as illustrate the difficulty of serving “last mile” areas in a highly rural state.

Per the Senate Ethics rules, no registered lobbyists may attend this trip. All expenses must be paid in full by the Foundation for Rural Service and will be subject to the daily per diem allowances for Senate and House employees. We will ensure that there is at least 6 hours of educational content on the trip per day.

DAY 1:

TUESDAY, AUGUST 19

**Time starts when we land and then we have three days on the ground.*

10:00am	Departure from DCA (USAir #3436)
11:45am	Arrival in Albany, NY (Pick up by Yankee Trails Bus Company)
12:30pm	Lunch & Orientation in Middleburgh
1:30pm	Visit Middleburgh Telephone Company Central Office
2:15pm	Visit fiber-to-the-home construction and other local projects
3:15pm	Depart for Margaretville
4:00pm	Tour of Margaretville Telephone Company with focus on their disaster recovery plan, after Hurricane Irene
4:45pm	Margaretville community visit, highlighting broadband expansion grants
6:45pm	Picnic dinner at the Kirkside Park (walking distance from the Roxbury)
8:00pm	Overnight stay at The Roxbury Motel (Roxbury, NY)

DAY 2:	WEDNESDAY, AUGUST 20
7:00am	Breakfast
8:30am	Visit Delhi Telephone Company and tour Gigabyte Community Initiative
9:30am	Visit SUNY Delhi Honors Housing complex to see broadband enabled learning facilities.
11:15am	Lunch & tour of Ommegang Brewery
1:15pm	Private tour of broadband enabled Baseball Hall of Fame in Cooperstown, with focus on tourism and rural economic development
2:30pm	Educational session on the challenges of providing rural broadband, on the bus en route to Lake Placid
7:00pm	Dinner at Lake Placid Pub & Brewery (walking distance to hotel)
8:00pm	Overnight stay at Hampton Inn & Suites Lake Placid

DAY 3:	THURSDAY, AUGUST 21
7:00am	Breakfast at the Hampton Inn
8:00am	Privat Tour of Lake Placid/Olympic Village area from ORDA (Olympic Village Development Authority) and discussion of the role of broadband and economic development in the area
9:30am	TBD (Time Permitting) Visit to Whiteface Mountain weather station; snack break and group photo
10:00am	Depart for Elizabethtown Community Hospital to see broadband enabled telemedicine applications
11:30am	Tour of Chazy & Westport Central Office
12:30pm	Lunch at the Galley Restaurant
2:00pm	Visit Westport Health Center to see broadband enabled telemedicine
3:30pm	Depart for Saratoga Springs (educational session on the bus; 1.5 hours)
5:30pm	Dinner at Circus Café Restaurant, Saratoga Springs
7:30pm	Depart for Albany, NY
9:30pm	Overnight stay at 74 State Hotel (Albany, NY)

DAY 4:	FRIDAY, AUGUST 22
7:00am	Breakfast
8:00am	Visit to Albany INOC (jointly owned by Germantown Telephone, Middleburgh Telephone, Pattersonville, and State Telephone Company), a datacenter and managed services company that supplies most of the Internet bandwidth to the rural ILEC's in NY over the ION statewide fiber network.
10:00am	Depart for Airport
11:45am	Depart Albany for DCA (#3351)
1:15pm	Arrive DCA

Key Contacts:

Elizabeth Crocker (FRS)
Mike Romano (NTCA)
Sally Wlasuk (NTCA)
Bob Puckett (NYSTA)
Jim & Jason Becker (Middleburgh)
Glen Faulkner (Margetville)
Peg Ellsworth (The Mark Project)
Jason Miller (Delhi)
John (Orda)
Jim Forcier (Chazy & Westport)
Bruce Bohnsack (Germantown)
Mark St. Pierre (Yankee Trails Bus)

Congressional Staff Attendees:

Adam Jorde (Sen. John Thune- SD)
Alex Hutkin (Cong. Vicky Hartzler - MO)
Arthur Tripp (Cong. David Scott- GA)
Joe Lillis (Cong. Billy Long- MO)
Christine Riffle (Cong. Cynthia Lummis – WY)
Lindsay Yates (Cong. Bob Goodlatte – VA)
Ashley Baker (Cong. Marc Veasey – TX)

